**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL**

**JOB PROFILE**

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| **DEPARTMENT: Corporate Resources**  | **SERVICE GROUP: Finance, IT & Procurement**  |
| **POST TITLE: Procurement Specialist**  | **REPORTS TO: Strategic Procurement Manager**  |
| **GRADE: PO4**  | **SAP POSITION NUMBER :**   |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:**   |
| To lead and guide work within the remit of the Procurement Services, Strategic Procurement Team. The key purposes of the post will be to: * Deliver and guide others in the delivery of high quality procurement, eprocurement and category management, so that the Council spends its money wisely achieving both value for money and legislative compliance.
* Successfully undertake medium and high value or complexity procurement projects either working individually or leading procurement project teams.
* Provide a focal point for guidance to ensure the consistent use, and growth in the use of the Council’s tendering processes and electronic tendering platform.
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| **Main Responsibilities of Post:**  |
| Working independently, or by providing support and guidance to Officers within Procurement Services: • To support continuous improvements in commissioning, procurement and category management to assist the Council and as appropriate its partners in  |

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|  | achieving target outcomes, best use of resources, value for money and continuous improvement.  |
| •  | To manage a business / client relationship role providing proactive procurement and category management advice to Council departments and also including working with the Council’s partners and engaging with its suppliers and potential suppliers.  |
| •  | Working independently to deliver, or collaboratively supporting best practice procurement and category management to assist the Council in achieving value for money.  |
| •  | To lead the delivery of procurement programmes and projects through establishing and leading multi-disciplinary teams and developing high quality outputs including, business cases, procurement and contract documentation within a robust project management framework.  |
| •  | To ensure effective, efficient and improved compliant business processes are adopted and followed by Council service areas involved in the procurement of goods, works or services, to improve governance and compliance.  |
| •  | To assist and constructively challenge Departments and Service areas to meet their statutory, corporate and departmental obligations according to national policy/guidance and local policy and priorities, including all times proper compliance with the Public Contracts Regulations and Contracts Standing Orders, Financial Regulations, the Council’s Social Value Policy and other relevant UK Legislation relating to contracting and procurement.  |
| •  | To proactively encourage and lead ‘future thinking’ and the development of esystems and e-processes that will drive forward increased efficiency and greater value for money from the Council’s procurement activities.  |
| •  | Promote the awareness of call off options through frameworks provided by public sector buying organisations including Crown Commercial Services and the Yorkshire Purchasing Organisation.  |
| •  | Procurement as part of providing a lead role in a business / client relationship for implementing procurement projects identified through portfolio analysis and sourcing strategies.  |
| •  | Provide concise and timely communications to Council departments an service areas to ensure annual procurement plans are developed and priority procurement projects identified enabling early supplier engagement and that procurement resources are effectively utilised including the efficient use of e-procurement systems.  |
| •  | To proactively promote and participate in the transfer of best practice and learning.  |
| •  | Undertake training and continuous personal development identified as relevant to the post.  |
| •   | Ensure confidentiality and the protection of commercially sensitive or personally sensitive information in line with Council policies and procedures  |

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| **Structure:**  **Head of Procurement****Strategic** **Procurement Manager****Procurement** **Specialist** **Proc****urement** **Governance** **Specialist****Procurement Officer**  |
| **Special Knowledge Requirement: Essential for shortlisting.**    |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**  |
|   | **Essential**  |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced Threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public,( e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously , almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language.  |   |
| Is aware of and successfully carries out the working practices, procedures and technical operations necessary to ensure compliant public sector procurement. i.e., in depth knowledge of Public Contract Regulations and their practical application to project delivery  |   |
| Understands and uses knowledge of, health and safety and environmental policies, procedures and regulations, including risk in own area and / or in relation to procurement and contracts.  |   |
| Uses a wide range of computer applications including MS Word, Excel and PowerPoint to present and deliver project/management data, plus the ability to demonstrate transferable skills to use web based electronic tendering platforms, such as the Pro Actis e-procurement system; Pro Contract.  |   |
| Oversees or contributes to the management of a budget, keeping costs within agreed levels so that effective value for money procurement can be delivered within their area of responsibility.  |   |
| Uses, interprets, analyses, communicates complex numerical information to successfully report appropriate information and data from a range of sources, to identify issues and propose solutions compliant with an organisation’s financial procedures.  |   |
| Can demonstrate and deliver effective value for money procurement actively taking a lead role and responsibility for a multi-facted procurement portfolio.  |   |
| Demonstrate the ability to *successfully* apply and advise others of their knowledge of the legal and policy aspects of procurement and contracting.  |   |
| Has led programmes and projects as part of a multi-disciplinary team, successfully using project management skills and techniques to provide business case driven, compliant procurement and contract processes.  |   |
| Has collected and analysed relevant user, service, supplier and market spend data to support decision making in relation to procurement and category management.  |   |
| Demonstrate the ability to proactively support the development and implementation of procurement policies and compliant procedures.  |   |

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| **Relevant experience requirement: Essential for shortlisting**  |
| The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above.  |
| Significant experience in procurement and/ or category management role in an arena of significant range, scale or complexity, including experience in a managerial role. Experience may have been gained in one or more delivery environments but evidence of ability to transfer skills will be essential.  |
| **Relevant professional qualifications requirement: Essential for shortlisting**   |
| As a minimum either a Level 5 qualification on the National Qualifications Framework (NQF) or a Bachelor degree, graduate certificate and / or graduate diploma in a relevant discipline OR relevant experience.  |
| **Core Employee competencies at manager level to be used at the interview stage.**  |
| 1. **Delivery:**

Lead on delivery and providing expert procurement advice/support on designated projects on the Procurement Pipeline.  Delivery of Strategic projects on time, whilst managing risks of challenge through maintaining the robustness and integrity of the process. 1. **Relationships:**

Developing relationships across the Council (and externally where appropriate) to proactively assist in identifying opportunities for improvements and addressing challenges Collaborative and enabling approach in engaging key stakeholders and developing relationships to promote the value of the Procurement Team. 1. **Risk Management:**

Ensuring procurement processes are conducted in line with Regulations, Contract Standing Orders and best practice to ensure risks are managed, mitigated and escalated as appropriate.   Joint working with legal, finance and respective service areas to minimise risks during the project life cycle. 1. **Systems:**

Maintain procurement systems and spreadsheets, including (but not limited to) the tendering portal and Pipeline to assist in effective planning and audit trails.  Improved understanding and use of systems to maintain information and be able to use this for reporting purposes. 1. **Continuous Improvement:**

Lead and assist the Head of Corporate Procurement in developing processes, templates and tools which streamline and support the Council in effective planning, delivery and efficiencies.  Improved customer feedback and experience from identifying and implementing targeted improvements. **6. Training:** Lead and assist the Head of Corporate Procurement in delivering training through a range of delivery channels.  Increased confidence in delivering training on specific topics to diverse stakeholders in a targeted and appropriate manner.  |
| **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. |
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| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.  |

**Management Competencies: to be used at the interview stage.**

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| **Operates with Strategic Awareness** Our managerswork with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.  |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.  |
| **Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes.  |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.  |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals.  |
| **Working Conditions:**   |
| The post holder may be required to undertake additional duties as required by the needs of the service. The post holder must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.  |
| **Special Conditions:**   |
| None  |
| **Compiled by:** **Date:**  | **Grade Assessment** **Date: February 2012** **Reformatted April 2018**  | **Post Grade: PO4**  |